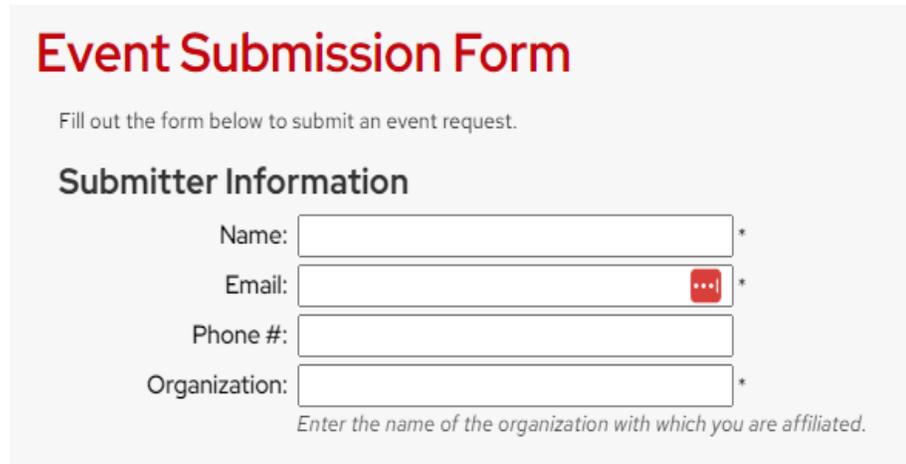


Submit an Event to the UW Law Calendar

1. Go to <https://law.wisc.edu/restricted-law/submit-event/index.php>.



The screenshot shows the 'Event Submission Form' with the following fields and instructions:

- Event Submission Form**
- Fill out the form below to submit an event request.
- Submitter Information**
- Name: *
- Email: *
- Phone #:
- Organization: *
- Enter the name of the organization with which you are affiliated.*

2. Fill out **Submitter Information**:
 - a. **Name** (Required)
 - b. **Email** (Required; if you have a wisc.edu account, please use this email.)
 - c. **Phone** (Optional; should be your most commonly used number.)
 - i. Note: This is for staff contact purposes and will not be published.
 - d. **Organization** (Required)
3. Fill out **Event Details**:
 - a. **Event Title** (Required)
 - i. Enter a name for your event.
 - b. **Calendar** (required)
 - i. Select the calendar to which your event will be sent.
 1. **University of Wisconsin Law School Events**
 2. **Internal**
 - c. **Location Type**
 - i. Select whether your event is **In Person**, **Online**, or **Hybrid**.
 1. Add platform information or a meeting link in the field that appears if **Online** or **Hybrid** is chosen.
 - d. **Start date**
 - i. Use the drop-down menus to select the month, day and year on which your event will take place.
 - e. **Repeat**
 - i. Use this option if your event is part of a series.
 - ii. **None** is set by default.

- iii. Choose **Daily, Weekly, Monthly** or **Yearly** to determine the interval at which your event will repeat.
- iv. Then, complete the additional details and choose an end date.
- f. **Time**
 - i. If this is a one-time event, move to the next item (Start).
 - ii. Select **All Day** if your event is for the entire day (e.g. Thanksgiving).
 - iii. Select **Multiple Start Times** if your event has irregular start times and enter the range of times in the new field.
- g. **Start**
 - i. Select the starting time of your event via the dropdowns for hour, minute and AM/PM.
- h. **End**
 - i. Select the starting time of your event via the dropdowns for hour, minute and AM/PM.
- i. **Requested Location**
 - i. Use this space to enter your desired location for the event.
 - ii. Check first on the [view-only version of the Law School Room Reservation System](#) to see if your requested room is available if your event takes place at the Law School.
 - iii. **Note:** Calendar admins will make every attempt to assign the requested room to your event, but the location cannot be guaranteed.
- j. **Event Type** (Required)
 - i. Select what type of event you are creating.
 1. **Academic**
 2. **Class**
 3. **CLE Program**
 4. **Conference / Workshop**
 5. **Deadline**
 6. **Employee Wellness**
 7. **Holiday / Observance**
 8. **Meeting**
 9. **Speaker / Discussion**
 10. **Other**
- k. **Audience** (Required)
 - i. Choose checkboxes for one or more of the following:
 1. **Alumni**
 2. **CLEW**
 3. **Faculty**
 4. **Invitation Only**
 5. **Public**
 6. **Staff**
 7. **Students**
 8. **Other**

I. **Event Hosts** (Required)

i. Choose checkboxes for one or more of the following:

1. **Academic Affairs**
2. **Academic Enhancement Program**
3. **Admissions**
4. **Dean's Office Featured Events**
5. **Law School Events**

a. **Note:** If you don't fall under any of the listed choices, please choose this! The number of hosts was limited to simplify the process. If we included every department, we'd have a very long list, making it more likely that the wrong host is chosen. Examples that fall under this category: CLEW, External Affairs.

6. **Office of Career and Professional Development**
7. **Research Centers and Initiatives**
 - a. **Note:** This includes SDRI.
8. **Student Affairs**
9. **Student Org(s)**

m. **Outside Co-host** (Required)

i. Choose the button for **Yes** or **No**.

n. **Outside Speaker** (Required)

i. Choose the button for **Yes** or **No**.

o. **Minors Present** (Required)

i. Choose the button for **Yes** or **No**.

p. **Link for More Info** (Optional)

i. Paste a URL in this field to link to another page that gives more information about the speaker, event or topic as needed.

q. **Description** (Optional)

i. Use this text field to add more information, including the outside co-host organization(s).